

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

June 21, 2001

**SUBJECT:** SIGN OUT CARD, FORM 15.31.0 - REVISED

**PURPOSE:** The Department is continuously searching for ways to reduce the introduction of new forms through expanding the use of current forms. For that reason, Sign Out Card, Form 15.31.0, is renamed the Document Sign Out Log and revised to capture additional information.

**PROCEDURE:**

**I. SIGN OUT CARD, FORM 15.31.0 - REVISED.** The Sign Out Card, Form 15.31.0, is renamed the Document Sign Out Log. Its columns and headings have been amended to improve tracking and accountability regarding the removal of Department files.

**A. Use of Form.** The use of this form has not changed.

**B. Completion.** The Document Sign Out Log, Form 15.31.0, shall be completed in its entirety as explained below:

- \* **Name.** The Department employee having authorized access to the Department file;
- \* **Date/Time, Reason Out, Name of Item Taken, and Return Date/Time.** These columns are self-explanatory;
- \* **Miscellaneous.** This column is used to document any notes, comments, clarifications, etc., associated with the removal of a Department file(s); and,
- \* **Supervisor Approving.** The supervisor approving the removal of a Department file(s), if necessary.

**C. Distribution.**

1 - Original filed with the involved Department entity.

1 - TOTAL

**FORMS AVAILABILITY:** The Document Sign Out Log, Form 15.31.0, will be available for ordering from the Department of General Services, Distribution Center, in about 90 days, and will be

placed on the Department's Local Area Network. A copy of the form is attached and shall be duplicated for immediate use.

**AMENDMENTS:** This Order amends Section 5/15.31.0 of the Department Manual.

**AUDIT RESPONSIBILITY:** Bureau commanding officers shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**BERNARD C. PARKS**  
**Chief of Police**

Attachment

**DISTRIBUTION "D"**